Accelerated SAP *State of Utah*	**Organization/Area:** **Title:**	**BUSINESS PROCESS PROCEDURE** **Payroll Department** **New Hires and Transfer Report**	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status: Complete	Issued: 11/07/2003 Revised:

Overview

Trigger:

Agency payroll staff wants a report showing employees that are new hires or transfers.

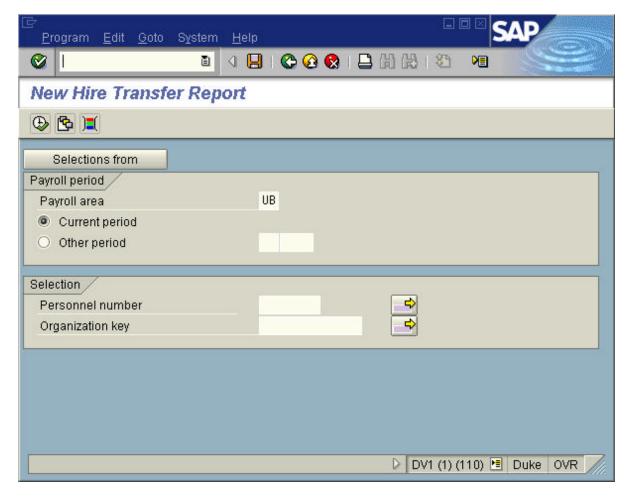| **Business Process Procedure Overview** |
|---|
| This report lists employees that are new hires or transfers in the selected pay period. A change made to the org in the personnel system, HRE, is like a transfer even if the employee remains within the same agency. Use this report to verify that the home and default coding is correct for new and transferred employees in the agency. |

Procedural Steps

1.1   Access transaction by:

Via Menu	Reports - other > New Hires and Transfer Report
Via Transaction Code	Z_NEW_HIRE_RPT
Via Favorites Menu	New Hires and Transfer Report

Double click on "New Hires and Transfer Report" and the following screen will appear:

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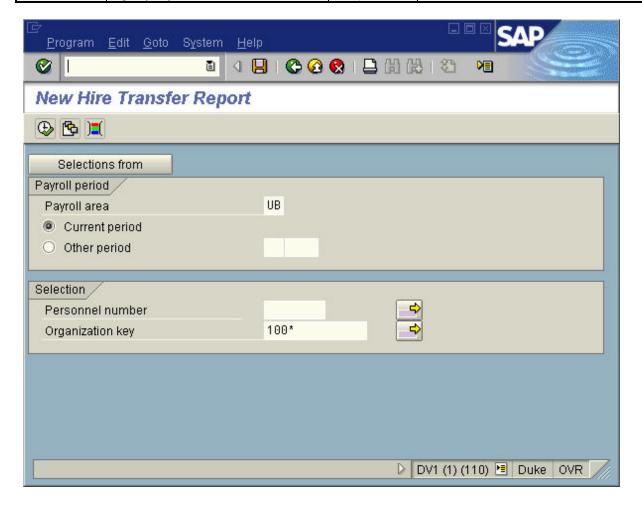| Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current or Other
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code

| Accelerated SAP

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1.2   Specify the payroll area. The screen defaults to the correct area, UB.

1.3   Specify the pay period. The screen has the selection of current period or other period.

- Current period
  - ➢ Use this option during the week of payday.

- Other period
  - ➢ Use this option to report on any period.

1.4   The "Personnel number" field may be left blank if using the agency "Organization key". Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.5   The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and orgs with 04, enter 100(space)04*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting all employees in agency 100.

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1.6   Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.

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1.7   To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

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2 **The report heading contains the following information:**

> ➢ The report number
>
> ➢ The report title
>
> ➢ Page number
>
> ➢ Utah and personnel area
>
> ➢ Date the report was run
>
> ➢ Time the report was run

2.1 **The columns on the report are listed below with a brief description.**

Agy	The employee's agency code.
Low Org	The employee's low org.
Dist Code	The employee's distribution code.
EIN	The employee's identification number.
Employee Name	The employee's name.
EG	Employee group controls pay and benefit processes.
ES	Employee subgroup determines what overtime rules apply.
TM	Time management status is either time entry required or auto pay.
Work Schedule	Hours and days of the week the employee is scheduled.
Fund	Default charging fund.
Agy	Default charging agency.
Org	Default charging org.
Appr Unit	Default charging appropriation unit.
Actv	Default charging activity.
RCat	Default charging reporting category.
Proj/Job	Default charging project/job.
Func	Default charging function.